

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 07-93

POSITION: Agency Program Coordinator, 07-93, (PD No.: 70342000)

GRADE/PAY: GS-0303-07 \$35,752.00 - \$46,478.00 per annum

DUTY LOCATION: USPFO, Fort Pickett, VA

OPENING DATE: 20 April 2007

CLOSING DATE: 22 May 2007(1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I- Applications will be accepted from all qualified enlisted personnel who are currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - Individuals eligible for military membership in the Virginia Army National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: MOS: 42A, 42F, 42L, 44C, 92A, 92Y, 92Z

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: LTC Robert L. Clarke, (434) 298-6171

QUALIFICATION REQUIREMENTS:

GENERAL - Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position.

SPECIALIZED - Must have twelve (12) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience in the application and use of regulations and procedures; experience which demonstrates the application of both oral and written communicative ability.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Specific knowledge of regulations and procedures related to the type of work performed by the function.
2. Skill in communicating both orally and in writing.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, 30 semester

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hours or equivalent) for 12 months of the required experience. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

DUTIES/RESPONSIBILITIES-POSITION DESCRIPTION NUMBER 70342000: As the Agency Program Coordinator (APC), the incumbent drafts policy regarding operation of the charge card program within the state. Analyzes and reviews individual charge card and Automated Teller Machine (ATM) activity to identify potential abuse and/or non-official use. Provides technical supervision of subordinate Local Program Coordinators (LPC). Requests, receives and reviews information reports from the charge card company through electronic means. Serves as primary point of contact for debt management for the travel card program. Additional responsibilities include coordinating with the vendor, NGB and LPCs for special services supporting mission requirements. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Performs research of current accounts, historical data and source documents to develop and explain detailed accounting information not otherwise readily available.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-93

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer